

# Collection of Children from Girraween Public School Risk Assessment

**Occurrences:** NSW Gazette School days while centre and school are operating

**Departure and Destination:** Girraween Activity Centre (GAC), 216 Targo Road Girraween, to Girraween Public School (GPS), Bando Road, Girraween. Return to Girraween Activity Centre

**Departure and arrival times:** Leave GAC approx. 2:40pm – arrival at GPS 3:00pm. Return to GAC approx 3:30 pm (approx times, may vary dependant on weather and slow walking children)

**Proposed activities:** To collection Children from school for after school care.

**Method of transport:** Walking on foot.

**Proposed Route of excursion:** leave GAC through school and car park via back gate, travelling along Carinya Road, crossing Oramzi Road, crossing Bando Road to school entrance return crossing Bando road Crossing travelling along Carinya road, turning right into Girraween road into St Anothy's school entrance off Girraween Road.

**Educator to child Ratio:** 1 educator: 15 children.

**Excursion Checklist:**

- First aid Kit
- List of children names attending
- Contact information for children.
- Mobile phone
- Rain Coats
- \_\_\_\_\_

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking through school and car park. → Struck by car in car park → Trip on uneven footpath or play ground	Low Moderate	<ul style="list-style-type: none"> <li>✓ Remain on pedestrian pathways and crossing at all times.</li> <li>✓ Educators be aware of their surroundings.</li> <li>✓ Educators are to supervise children at all times to ensure rules are bring followed.</li> </ul>	All educators	On route
Road Accident on route to GPS → Injuries to Educators and Children	Moderate	<ul style="list-style-type: none"> <li>✓ Remain on pedestrian pathways and crossing at all times.</li> <li>✓ Educators are aware of their surroundings.</li> <li>✓ Educators are to supervise children at all times to ensure rules are being followed.</li> </ul>	All educators	On route
Incident – minor	Moderate	<ul style="list-style-type: none"> <li>✓ Educators to keep themselves and children safe by staying together.</li> <li>✓ Educators are aware of their surroundings.</li> <li>✓ Educators are to supervise children at all times to ensure rules are being followed.</li> </ul>	All Educators	On route
Incident – Serious	Low Moderate	<ul style="list-style-type: none"> <li>✓ Move those able to walk away form the scene of the accident to a safe location. This will need to be assessed at the time.</li> <li>✓ Assess casualties and administer first aid as best you can until emergency help arrives.</li> <li>✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</li> <li>✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents.</li> </ul>	All Educators	On route

## Collection of Children from Girraween Public School Risk Assessment

Adduction Of Child/ren	Low	<ul style="list-style-type: none"> <li>✓ If centre has been informed of a risk from a child's family, coordinators need to inform educators.</li> <li>✓ Educators to keep themselves and children safe by staying together.</li> <li>✓ Educators are aware of their surroundings.</li> <li>✓ Educators are to supervise children at all times to ensure rules are being followed.</li> <li>✓ Call '000' and cooperate with emergency services at all times. If possible note car make, model and number plate. Description of persons.</li> <li>✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents.</li> </ul>	All educators	On route
Child becomes lost during transition from one point to another.	Low	<ul style="list-style-type: none"> <li>✓ Roll call taken before we leave centre.</li> <li>✓ Head count taken on a regular basis.</li> </ul>	All Educators	On route
Child protection issues	High	<ul style="list-style-type: none"> <li>✓ Supervision at all times</li> <li>✓ Educators are aware of their surroundings</li> <li>✓ Query persons addressing a child individually</li> <li>✓ Educate children on stranger danger</li> </ul>	All Educators	On route
Adverse Weather Extreme heat over 40 or wet and cold.  Storm - Gail force winds with hail and rain.	Moderate	<ul style="list-style-type: none"> <li>✓ Educators are aware of weather conditions before leaving service.</li> <li>✓ Children have access to drinking water &amp; are encouraged to have refillable water bottles.</li> <li>✓ Educators to have access to drinking water &amp; encouraged to carry refillable water bottles.</li> <li>✓ Educators and children have access to wet weather gear.</li> <li>✓ Educators have access to warm clothing if cold.</li> <li>✓ Educators encourage children to put on warm clothing if cold.</li>   <li>✓ Make provisions at GPS to wait it out until storm clears &amp; inform centre coordinator or manager</li> </ul>	All educators	On route
Trips and falls inside school ground Uneven ground Storage of School Bags	Moderate	<ul style="list-style-type: none"> <li>✓ Educators encourage children to walk not run across play ground.</li> <li>✓ Educators encourage children to store bags and personal belongings correctly</li> </ul>	All educators	On route

Plan Prepared By: Gaye Johnson Position: Assistant Manager

Date: 15/08/2012

Prepared in Consultation with: Sharon LeCompte Position: Manager

Date: 15/08/2012